**APPENDIX A: BUDGET TEMPLATE – add rows as needed**

1. Personnel (not to exceed 50% of total budget)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Project Role**  | **Calendar Months** | **Requested Salary**  | **Requested Fringe Benefits**  | **Total Funds Requested**  | **Justification**  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Total: |  |

1. Equipment

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment**  | **Funds Requested**  | **Justification** |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Total: |  |

1. Materials and Supplies

|  |  |  |  |
| --- | --- | --- | --- |
| **Materials and Supplies**  | **Funds Requested**  | **Justification**  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Total: |  |

1. Travel - not to exceed $2500

|  |  |  |  |
| --- | --- | --- | --- |
| **Travel Costs Requested**  |  **Justification**  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Total:  |  |

1. Total Budget Requested

|  |  |
| --- | --- |
| Total:  |  |